**Lizeth Nino**

403 Summers St Wilmer TX 75172

ninolizeth@gmail.com

214-584-8497

**Purpose**: To obtain a position in where I can apply my computer and customer service skills but also to learn and get new experiences in a place that could turn into a career.

**Skills**: Microsoft office Word/Excel/ PowerPoint/ Publisher, Cashier, Team work, Organized, Sewing, Bilingual,

**Accomplishments**: Business Professionals of America Member 2015-16 at Skyline High School, Fashion Design Cluster 2012-2016 at Skyline Magnet Center, Volunteer at a Library 2015 Wilmer Library and Volunteer for a fund raiser for BPA, Volunteer at the school disciple offices.

**Education**: Skyline High School,

Graduate

GPA 3.2

*( June 4th, 2016)*

**Experience:**

**March 2018- Current** Jefferson Dental Clinic

Dallas Texas

As a Front Desk receptionist, I am responsible to great patients with a smile as they walk in the clinic and make sure they sign in if they have an appointment or answer their questions if they don’t, my responsibilities also include passing back the patients, verifying insurances, making recalls and answering the phone. I am also responsible to pull charts for the next day and scanning patient’s paper work.

**November 2016- Feb.2018** Charlotte Russe (hillside mall)

Cedar Hill Texas

My responsibilities as a Supervisor include opening and closing register, counting the safe, checking emails at the beginning of the day, making sure we are keeping up with our goal for the day, making sure the store looks clean, putting everything back where it goes, doing shipment, doing exchanges and returns, train new employees, pull applications and take care of the whole hiring process, merchandise and make sure every employee is doing their job and give the customers the help they need.

**June 2016-Augst 2016** Agaci (Town East Mall)

Mesquite Texas

Greet customers as they walk into the store, give customer fashion advice

And take care of the fitting rooms, meaning give customer a room and

help them find a different item if they need to.

**October 2015-June 2016** USA Beauty Supply Store

Lancaster Texas

Greet customer as they come in the door and help them find the right products for their needs. Do inventory and shipment, opened and closed my register, trained new workers make sure the store was organized